



The City of West University Place

A Neighborhood City

Building & Standards Commission

Located in the Bill Watson Conference Room,

3800 University Blvd,
West University Place, Texas 77005
Meeting Minutes

February 1, 2018

MEMBERS PRESENT: Steve Brown, Eddie Matthews, Jim Craig, Les Albin,
David Bonner, John Combi and Anna Monsour
MEMBERS ABSENT: Kris Westbrook and Greg Kusinski
STAFF PRESENT: Dave Beach, Assistant City Manager/Public Works
Director, Chief Building Official, Clay Chew, Legal
Counsel, Zachary Petrov and Ashley Elliott, Permit
Technician

[Call to Order] Steve Brown called the meeting to order at 6:02 p.m.

1. **Notices, Rules, Etc.** Steve Brown welcomed BSC members and staff to the meeting. There were introductions of BSC members and staff. Steve Brown stated David Bonner would be the alternate voting member. Mr. Brown asked all members if they had completed the open government course and if they had not, to do so and turn their certificates in to Thelma Gillian, City Secretary. Mr. Brown stated that BSC members follow the agenda.
2. **Meeting Minutes.** David Bonner made a motion to approve the December 7, 2017 meeting minutes as amended. Les Albin seconded. **AYES:** Steve Brown, Eddie Matthews, Les Albin, David Bonner and Anna Monsour **NOES:** None. **ABSTAIN:** None. Motion approved.
3. **Lowest Floor Elevation.** Steve Brown stated Clay Chew had modifications to the existing City ordinance. Mr. Chew proposed that standard base flood elevation (BFE) plus twenty-four inches (two feet) be the new minimum for lowest floor elevation. This would be for all new construction and any substantial improvement in the 100 year floodplain. He also proposed to add two feet above the standard base level elevation in the 500 year floodplain. Mr. Chew explained that people who are concerned with the thirty-five foot building height limitation could lower the ceilings and pitch of the roof. A list of surrounding cities' current requirements for lowest floor level was provided to members. Mr. Brown requested that Mr. Chew submit the proposed draft amendment for consideration at the next meeting. Dave Beach explained the drainage systems in detail, improvement goals and new design in the event of another storm. Mr. Brown asked if anyone had ideas to bring them to next month's meeting. Eddie Matthews requested that





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Clay Chew provide pricing for new construction with one foot above BFE versus two foot above BFE.

4. **Limitation of Fill.** Clay Chew stated the current ordinance does not address how much fill dirt can be brought to a lot. Currently, there is not a limit for new construction. A sample of Bellaire's current limits was provided in the packet. Mr. Chew recommended requesting topographical surveys and drainage plans for houses that are going to be demolished and remain vacant. It was discussed how vacant lots are being graded and there is no oversight on how much dirt is being added to the property. Topographical surveys and drainage plans being provided before and after, with dirt fill measurements could be regulated. Also mentioned in discussion was how demolished lots being curbed up have drain lines installed that need to be repaired back to preexisting conditions. Steve Brown requested Mr. Chew draw up a draft ordinance for regulated fill for consideration at the next meeting.
5. **Fence Regulations.** Clay Chew recommended it be mandatory that rot boards or other material approved by the City, be used at the base for any new fence installations. He expressed how this would prevent soil and water from flowing onto neighbor's yards when it rains. Mr. Chew also recommended that fences be measured in height by permitted address and not from lowest point of grade, which could be any neighboring address. Mr. Brown requested that Mr. Chew submit the proposed draft amendment at the next meeting for BSC to review.

[Adjournment]

David Bonner made a motion to adjourn. Les Albin seconded. **AYES:** Steve Brown, Eddie Matthews, Les Albin, David Bonner and Anna Monsour. **NOES:** None. **ABSTAIN:** None. Meeting adjourned at 7:23 p.m.

PASSED THIS 1st DAY OF March, 2018

Steve Brown, Chairman

ATTEST:

Ms. Ashley Elliott, Permit Technician

